

# ITCC200

**STUDENT WARNING:** This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

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## Course Summary

### Description

**Course Description:** This course is a study of the applicable skills and technology essential to application software integration. Students will explore the principles, practices, features, and functions of application software processing in the Microsoft Office 2010 Suite. The course will be taught with a mixture of analytical methods and practical exercises. Students will use Microsoft Word, Excel, PowerPoint, Outlook, and Access to create and format documents; build databases and spreadsheets; and design and publish advertising and marketing documents on customized Websites through the use of hypothetical and real-world scenarios and problems. The course will allow students to experience a more comprehensive understanding of commonly used applications software and how they integrate to provide solutions.

#### Course Scope:

This course is divided into 8 weeks and is organized to give students an exploration of the integration Microsoft Office application software. Students will be challenged to apply basic and advanced software skills in realistic business situations. The course includes textbook readings, exercises, graded forums (some that are based on completed assignments from the book lessons), 7 assignments, a midterm project and final project.

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### Objectives

After successfully completing this course, you will be able to

- Create communication documents using assigned software applications.
- Build training presentations using multiple application software.
- Design advertising and marketing documents using applicable software.
- Perform statistical analyses integrated in relevant application software.
- Build a customized Access database with queries, forms and reports.
- Implement effective software integration practices based on real-world relevant scenarios.

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### Outline

#### Week 1:

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Topics

Marketing and Personnel Documents

Learning Objectives

Create communication documents using assigned software applications

Readings

**Text Readings:**

*Part 1: Marketing and Communications*

*Project 1 and Project 2*

**In Course Materials:**

*Review Power Point Projects 1 and 2*

Assignment

**Forums**

Introduction and using Application Software Integration

**Assignment 1**

**Job 1-3** Create Petty Cash Table, page 16, **Job 1-4** Use Desktop Publishing for Stickers and Thank You Notes, **Task 1**

**Week 2:**

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Topics

Administrative, Promotion and

Training Documentation

Learning Objectives

Create communication documents using assigned software applications

Build training presentations using multiple application software

Readings

**Text Readings:**

*Part 1: Marketing and Communications*

*Project 3, Project 4 and Project 5*

**In Course Materials:**

*Review Power Point Project 3, Project 4 and Project 5*

Assignment

**Forum**

Online Fax Services

**Job 3-2** Create Data Source and Merge Documents Task 1, Task 2, and Task 3, page 50.

## **Assignment 2**

**Task 1** Create Data Source and Merge Documents

### **Week 3:**

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Topics

Preparing Advertising Materials Using Desktop Publishing and Desktop Publishing with Publisher

Learning Objectives

Create communication documents using assigned software applications

Design advertising and marketing documents using applicable software.

Readings

#### **Text Readings:**

*Project 6 and Project 7*

#### **In Course Materials:**

*Review*Power Point Project 6 and Project 7

Assignment

#### **Forum**

Mail Merge

## **Assignment 3**

**Task 1** Create Slide Presentation

**Task 2** Create Layout for a Brochure

### **Week 4:**

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Topics

Managing Payroll Records, Managing Budgets and Managing Business Travel Documents

Learning Objectives

Perform statistical analyses integrated in relevant application software Use nested formulas and functions in a worksheet

Readings

#### **Text Readings:**

*Part 2 Accounting*

*Project 8, Project 9 and Project 10*

## **In Course Materials:**

*Review*Power Point Project 8, Project 9 and Project 10

Assignment

## **Forum**

Passwords and Digital Signatures

## **Assignment 4**

**Task 1** Create a Budget Worksheet

**Task 2** Create a Chart and Memo

## **Week 5:**

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Topics

Statistical Analyses, and Financial Documents

Learning Objectives

Perform statistical analyses integrated in relevant application software Use nested formulas and functions in a worksheet

Readings

## **Text Readings:**

*Project 11, Project 12, Project 13 and Project 14*

## **In Course Materials:**

*Review*Power Point Project 11, Project 12, Project 13 and Project 14

Assignment

## **No Forum**

## **Assignment 5**

**Task 1** Revise Evaluation Worksheet

**Task 2** Analyze Data for Big Sandy Creek River Race

**Task 3** Prepare a Chart

## **Midterm Project**

## **Week 6:**

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Topics

Managing Guides, Certifications and Equipment

Learning Objectives

Build a customized Access database with queries, forms and reports

Readings

**Text Readings:**

*Project 15 and Project 16*

**In Course Materials:**

*Review*Power Point Project 15 and Project 16

Assignment

**Forum**

Designing a Database

**Task 1** Modify Student Table

**Task 2** Create Teachers Table and Data Entry Form

**Task 3** Create Report and Queries

**Week 7:**

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Topics

Managing Resort Operations and Information Requests

Learning Objectives

Build a customized Access database with queries, forms and reports

Readings

**Text Readings:**

*Project 17 and Project 18*

**In Course Materials:**

*Review*Power Point Project 17 and Project 18

Assignment

**Forum**

Access Help

**Task 1** Produce Hospital Affiliation Reports

**Task 2** Query the Hospital Affiliations Database

**Task 3** Produce Hospital Affiliation Reports

**Week 8:**

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Topics

Prepare Materials for Bridge Day

Learning Objectives

Build a customized Access database with queries, forms and reports

Implement effective software integration practices based on real-world relevant scenarios

Readings

**Text Readings:**

*Project 19*

**In Course Materials:**

*ReviewPower Point Project 19*

Assignment

**Week 8 Forum**

**Final Project**

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## Evaluation

Students are expected to maintain routine contact with the instructor throughout the course. While the number of contacts may vary according to the specific course and individual student need, the University requires periodic weekly contacts during the semester. Contact will consist of professor notes, forum interaction, and email feedback. The method of discussion will be on-line related to issues concerning forum assignments, assignments, the midterm and final projects.

### **TEXTBOOK READINGS**

The main book for the course, Application Software Integration, will be used for textbook readings. The textbook book is designed to complete projects, in which the jobs to complete involve extensive use of word processing and integration with other software applications, including spreadsheets, presentations, and databases Review the table at the end of the syllabus to see assigned readings for each week.

### **ASSIGNMENTS**

The assignments for this course are located in the Assignment area of the classroom. You will find all the files needed to complete the Assignment area. The midterm and final projects, required for grading with this course, are created from scratch.

### **FORUM**

The Forum assignments for this course are designed to promote interactivity among students and enhance the online learning process. The Forum provides maximum flexibility because you do not have to be online at the same time as another person and you can read what other students have written.

*Forum Timing:* For the forum, you must post your work by midnight on **Thursday**, continue to follow your classmates' posts for the remainder of the week, and post the follow-up peer responses prior to midnight on **Sunday, except for week one**. Your follow-up posts can add additional insight to a classmate's opinions or can challenge their opinions. Use examples from the readings, or from your own research, to support your views, as appropriate. Be sure to read the follow-up posts to your own posts and reply to any questions or requests for clarification. You are encouraged to

conduct research and use other sources to support your answers.

*Required Participation:* Please keep in mind that the forum assignments require you to make at least 1 post to the forum with at least 250 words about the topic and also respond to at least 2 peers' posts with at least 150 words. Please be advised that there will be point deductions if you do not comply with these requirements of the assignment. Each one of you will have a different and unique experience that we can all learn from. Your participation in the Forums unleashes the power of synergy in our classroom. To facilitate this interaction, please be prompt when posting your forum work for each week; this provides time for the others to actively engage in the dialogue. For practical reasons, when you respond to other learners' posts, please start your response by referencing their name. I will read and grade your participation by reading the forum. There is no need to also post your forum work in the assignments area of the classroom. Refer to the forum and the syllabus for more details on grading.

### **MIDTERM PROJECT**

The Midterm Project requires you to use your knowledge of to apply knowledge gained.

### **FINAL PROJECT**

The Final Project requires you to use your knowledge gained through-out the course apply what you learned.

### **Grading:**

<b>Name</b>	<b>Grade %</b>
Forums	40.00 %
Week 1 Forum	5.00 %
Week 2 Forum	5.00 %
Week 3 Forum	5.00 %
Week 4 Forum	5.00 %
Week 5 Forum	5.00 %
Week 6 Forum	5.00 %
Week 7 Forum	5.00 %
Week 8 Forum	5.00 %
Assignments	35.00 %
Assignment 1	5.00 %
Assignment 2	5.00 %
Assignment 3	5.00 %
Assignment 4	5.00 %
Assignment 5	5.00 %
Assignment 6	5.00 %
Assignment 7	5.00 %
Midterm Project	10.00 %
Midterm Project	10.00 %
Final Project	15.00 %
Final Project	15.00 %

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## **Materials**

**Book Title:** GO! with Microsoft Office 2016 Integrated Projects - the VitalSource eBook will be provided through the APUS Bookstore.

**Author:** Gaskin, Shelley

**Publication Info:** Pearson

**ISBN:** 9780134444925

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**Book Title:** You must validate your cart to get access to your VitalSource e-book(s). If needed, instructions are available here - <http://apus.libguides.com/bookstore/undergraduate>

**Author:** N/A

**Publication Info:** N/A

**ISBN:** N/A

Additional references are found in the Lessons Page of the classroom.

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## Course Guidelines

### Citation and Reference Style

- Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

### Tutoring

- [Tutor.com](https://www.tutor.com) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours\* of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

### Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each Assignment.
- Generally speaking, late work may result in a deduction up to 20% of the grade for each day late, not to exceed 5 days.
- As a working adult I know your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

### Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.

### Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com. Additionally, allowing your work to be placed on such web services is academic dishonesty, as



it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

## Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc) See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.

## Disclaimer Statement

- Course content may vary from the outline to meet the needs of this particular group.

## Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting time after which the instructor will grade comments, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- “Substantive” means comments that contribute something new and hopefully important to the discussion. Thus a message that simply says “I agree” is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.

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## University Policies

### [Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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